



YMCA of Simcoe/Muskoka

22 Grove Street West

Barrie, ON

L4N 1M7

JOB TITLE: Coordinator

DEPARTMENT: Child and Family Development

PLACEMENT: [Full-Time, Part-Time, Term Appointment, etc.]

ABOUT THE YMCA OF SIMCOE/MUSKOKA:

The YMCA of Simcoe/Muskoka currently serves over 125,000 people in Simcoe County and the Districts of Muskoka and Parry Sound in Central Ontario. The YMCA is one of the largest charities within our service area, providing over \$1.1 million annually of support and access to our programs and services.

With a staff complement of 1200+ full and part-time staff, combined with over 1,000 volunteers and donors, and an operating budget of \$39 million, the YMCA of Simcoe/Muskoka serves over 30,000 annual members and participants through its eight membership centres in Barrie, Collingwood, Gravenhurst, Innisfil, Midland, Orillia, Parry Sound, and Wasaga Beach; 3,000 Child Care families across a number of communities; registers 5,000 day campers in addition to 1000 overnight campers at YMCA Camp Kitchikewana on Beausoleil Island; over 15,000 people through leadership development, outdoor education and family programs at YMCA Geneva Park; and counsels over 20,000 people in several community development programs.

As our Mission Statement affirms, “My Y is dedicated to the growth of all persons in spirit, mind and body, and to their sense of belonging to each other and the global community.” Our Vision for the future is “My Y inspires people to reach their full potential.”

GENERAL FUNCTION:

Under the direction of the Manager or Supervisor, the Coordinator gives leadership and supervision to YMCA Staff and volunteers and is accountable for the overall operation of the Child Care Centre, ensuring adherence to the Mission, Vision and Values of the YMCA, Quality Assurance Statement, curriculum standards as well as all legislative requirements set forth by the Ministry of Education, Municipalities, Public Health and Fire Chief.

KEY RESPONSIBILITIES:

- Demonstrate strong support and commitment to the mission and core values of the YMCA of Simcoe/Muskoka and the YMCA in Canada.
- Demonstrate strong support and commitment to serving the membership, facility users and all program participants of the YMCA of Simcoe/Muskoka.
- Models appropriate and professional behaviours in line with our Mission, Vision and Values
- Establishes rapport and maintains effective relationship building behaviours
- Understands and participates in YMCA philanthropic commitments, imparts this knowledge upon staff, volunteers, families and the community, connects with families and offers opportunities to give, either financially or their personal time, including participation in special events within the centre and the community
- Demonstrates strong support and commitment to community activities, representing the YMCA in a professional manner
- Shares resources and assists other centres as requested
- Self manages on-going professional development;

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- Responsible for achieving successful completion of all required trainings in first year of employment which could include YMCA Playing to Learn curriculum phase one trainings, CATCH, YMCA Healthy Child Development
- Attend other YMCA Child and Family Development training programs as required
- Follows the supervision and guidance of their supervisor. Discusses policy or liability with direct supervisor as required.
- Develops and sustains good working relationships with provincial and municipal authorities including but not limited to:
 - MEDU Program Advisors
 - Public Health Inspectors
 - YMCA Canada Play in Action Auditors
 - School Board and Community Partners
- Work with, lead and evaluate volunteers and placement students
- Understands and is sensitive to the diversity of the community
- Works to maintain active and effective communication and information networks within the centre, the staff team and with community agencies working with individual children and families
- Adherence to the YMCA Child Protection Policies and Procedures
- Seeks opportunities to deepen connections and increase engagement of parents and children in care, providing further opportunities to get involved in other YMCA programs
- Adherence to all provincial and federal legislation relevant to job description

PROGRAM:

- Demonstrates thorough knowledge of the regulations and operating standards and ensures centre is run in accordance to all directives, legislations, guidelines and policies of:
 - MEDU Day Nurseries Act Licensing
 - Department of Health and municipal by-laws and regulations
 - Board of Education Occupancy Standards
 - Employment Act Legislation
 - Ontario Legislation as applicable to the reporting of Abuse
 - YMCA Standards, Guidelines and Policies
- Understands and mentors centre team providing strong leadership to implement a safe, accessible, quality, child-centered, early childhood program in relation to:
 - YMCA Core Values
 - YMCA Playing to Learn Curriculum Standards
 - YMCA Child and Family Development Standards
 - YMCA of Simcoe/Muskoka School Age Program Direction
 - Early Childhood Education Principles and Best Practices
 - Community Needs
 - Professional Standards
 - Research
- Ensures program plans and centre environments address each child's identified needs, stage of development and interests, assisting children to make developmental progress. Communicates to parents on children's developmental progress and supports staff in doing so.
- Supervises initial entry of each child into the child care classroom including registration process

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- Identifies and seeks support to act on opportunities for program enhancement
- Give leadership to and works with centre staff to maintain a well organized, accessible, safe and clean child care facility including classrooms, playground, washrooms, cubicles and equipment.
- Develops positive relationships and collaborative partnerships with families. Understands each family's specific needs and plans for successful outcomes
- Ensure the regular implementation of program quality evaluation tools

PUBLIC RELATIONS:

- Provide orientation tours of centre for new families
- Establish and maintain Parent Advisory Committee
- Ensure that Parent/Teacher interviews are conducted annually or as needed
- Ensure the regular use of multi-medium communication to and from families

HUMAN RESOURCES AND LEADERSHIP RESPONSIBILITIES:

- Orients, trains, mentors and supervises all centre staff, students and volunteers
- Gives leadership to monthly staff meetings
- Follow YMCA hiring procedure when selecting child care staff
- Adheres to all YMCA Human Resources guidelines
- Conduct ongoing performance appraisals and individual coaching sessions as required

ADMINISTRATION:

- Oversee the financial viability of the centre through budget management in the areas of fee collection, invoicing for purchase of service and monthly child care fees, balancing revenue and expenditures
- Maintain children's records and staff personnel files
- Maintain waiting list, ensuring optimum enrollment
- Implement strategies, marketing program as distinct from all others
- Ensure for the health and safety of equipment and program
- Maintains all administrative and financial systems of the centre, ensuring required reports are accurate and completed to deadlines as established
- Use of computers for administrative purposes
- Documents incidents and follows up with supervisor and parents when appropriate
- Ensure that payroll and vacation and illness reports are submitted in accordance to the required timeline as determined by the Finance Department

JOB KNOWLEDGE/QUALIFICATIONS:

- Early Childhood Education Diploma, Equivalency or MEDU Director's Approval
- Registered member of the College of Early Childhood Educators
- Minimum of two years' experience working in child care
- Current First Aid and CPR Level C Certification
- Current Immunization Record, Clear Tb Test, Medical Note confirming fit to work in Day Nursery
- Skilled in the application of Microsoft Word and Excel
- Capacity to work within a team and be part of a large multi-service, charitable Association
- Flexibility regarding assigned working hours, particularly regarding split shifts

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- Ability to establish rapport and demonstrate excellent written and verbal communication skills with children, families, staff, volunteers, community agencies, MEDU representatives, Health and Fire Departments
- Experience and sensitivity in dealing with all members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity
- Safe Food Handlers
- Child Protection orientation
- AODA training
- Health & Safety Awareness training
- Bill 168 (Violence & Harassment in the Workplace) training
- Must be able to work flexible hours based on client needs
- Clear Police Reference Check and Vulnerable Sector Screening
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work

We wish to express our appreciation to all applicants for their interest in this position; however only candidates selected for an interview will be contacted.

Please be advised that all offers of employment are contingent upon the successful completion of a Police Records Check and Vulnerable Sector Screening.

The YMCA of Simcoe/Muskoka is committed to fair and accessible employment practices. Our goal is a diverse, inclusive workforce that reflects the communities we serve. Individuals needing employment accommodation in the hiring process or job postings in an alternative format may contact the Human Resources department.

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